

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Anacortes

**PHA Number:** WA01002

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2003

### PHA Plan Contact Information:

Name: Theresa McCallum

Phone: 360.293.7831

TDD: 360.293.8998

Email (if available): aha@fidalgo.net

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

### PHA Programs Administered:

☒ Public Housing and Section 8      ☐ Section 8 Only      ☐ Public Housing Only

## Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

### **i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<b>Attachments</b>	
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<input checked="" type="checkbox"/> Attachment D: Resident Membership on PHA Board or Governing Body	
<input checked="" type="checkbox"/> Attachment E: Membership of Resident Advisory Board or Boards	
<input checked="" type="checkbox"/> Attachment F: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Attachment G: Community Service Requirement	
Attachment H: Statement of Progress in meeting 5-yr Plan Mission & Goals	
Attachment I: Voluntary Conversion	

### **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

AHA will reinstate the Community Service Requirement. AHA had developed and successfully implemented the requirement until last fiscal year. AHA will add to the Mold & Mildew Addendum.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 213,88.00

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

## 2. Activity Description

<b>Demolition/Disposition Activity Description</b> (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources

- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name) F
3. In what manner did the PHA address those comments? (select all that apply)
  - ☒ The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included
    - ☒ Yes ☐ No: below or
    - ☐ Yes ☐ No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
  - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment \_F\_.
  - ☐ Other: (list below)

## B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Washington State
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - ☐ Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
  - ☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The Washington State 1995 Consolidated Plan lists the following actions and commitments that are directly related to our Plan”

“Assist existing shelter and service programs to maintain at least their current level of service.”

“Encourage local government participation in and funding of local low-income housing providers.”

“Provide assistance to local governments to identify and use a variety of funding options for housing programs.”

## C. Criteria for Substantial Deviation and Significant Amendments

### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviation from the 5-year Plan:**

The Housing Authority will list all deviations to Policies and Capital Fund Plans that are inconsistent with any Policies or Tables that were submitted in the previous year. The deviations are listed below.

**B. Significant Amendment or Modification to the Annual Plan:**

The Housing Authority will list all deviations to Policies and Capital Fund Plans that are inconsistent with any Policies or Tables that were submitted in the previous year. List here.

The Resident Advisory Board had many strong suggestions which the Housing Authority choose to make changes to the Capital Fund Budget for 2003. They are replacing existing refrigerators in all units of 10-3 that have not been renovated yet. Eighteen units will have energy efficient refrigerators. Unit renovation will follow in the next few years. The RAB committee also strongly recommended updates to the Harbor House (Senior Building) in the common areas to include new carpeting in the heavy traffic areas, and coordinating furniture for more of a homey atmosphere.



## **Attachment A**

### **Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>Coordination with other law enforcement efforts;</li> <li>Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9-30-02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	1888.00		1887.63	1887.63
4	1410 Administration	11043.00		11043.20	11043.20
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12296.00		12296.00	8529.00
8	1440 Site Acquisition				
9	1450 Site Improvement	21500.00		14385.47	9768.43
10	1460 Dwelling Structures	173600.00		149385.97	116783.74
11	1465.1 Dwelling Equipment—Nonexpendable	1320.00		1320.00	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	3639.00		3638.43	3638.43
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	225286.00		193956.70	151650.43
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
10-7	Fees and Costs Architect/Engineering Design & Plans	1430		7901.00		7901.00	7901.00	Complete
10-7	Dwelling Structure Renovate Duplex to 504 specs	1460		76556.00		76356.00	56123.74	
10-3	Fees and Costs Architect/Engineering Design & Plans	1430		4395.00		4395.00	628.00	
10-3	Site Improvement Sidewalks Site II Mailboxes, etc	1450		21500.00		14385.47	9768.43	
10-3	Dwelling Structure Continue Unit Renovation, 30yrs old	1460		97044.00		73029.97	60660.00	
10-3	Dwelling Equipment Energy Efficient Regrigerators	1465.1		1320.00		1320.00	0	
10-2	Dwelling Structure Porch lights H.H. 2 <sup>nd</sup> 3 <sup>rd</sup> flrs	1460		0		0	0	
HA-WIDE	Management Improvement Training in CFP Prgms	1408		1888.00		1887.63	1887.63	Complete

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Anacortes			Grant Type and Number Capital Fund Program Grant No: WA19PO1050101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Administration Wages & Benefits for Mod. Coord-ED	1410		11043.00		11043.20	11043.20	Complete
HA-WIDE	Relocation	1495.1		3639.00		3638.43	3638.43	Complete

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: housing Authority of the City of Anacortes			<b>Grant Type and Number</b> Capital Fund Program No: WA19PO1050101 Replacement Housing Factor No:				<b>Federal FY of Grant: 2001</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE	12/2002			3/2003			
10-7	12/2002			3/2003			
10-3	12/2002	3/2003		3/2003	6/2003		Unresolved General Contractor claim

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9-30-02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	2000.00	2000.00	0	0
4	1410 Administration	10699.00	10699.00	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	500.00	500.00	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	24464.00	24464.00	0	0
10	1460 Dwelling Structures	152325.00	152325.00	0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	20000.00	0	0	0
13	1475 Nondwelling Equipment	4000.00	24000.00	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	213988.00	213988.00	0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
10-3	Fees and Costs Adv., printing	1430		500.00	500.00	0	0	
10-3	Site Improvement Benches, pic.tables for renovated site Inc. Site I,II,III	1450		5577.00	5577.00	0	0	
10-3	Dwelling Structure Continue unit renovation of 30yrs +	1460		152325.00	152325.00	0	0	
10-2	Site Improvement Site lts. (office & H.H.) Benches, pic. Tables	1450		18887.00	18887.00	0	0	
10-2	Non Dwelling Structure Renovate Community Center Kitchen (moved forward to CF 2003)	1470		20000.00	0	0	0	
10-2	Non Dwelling Equipment Replace appliances Com. Cen. Kit (moved forward to CF 2003)	1475		4000.00	0	0	0	
HA-WIDE	Purchase Maintenance Vehicle (moved back from CF 2003)			0	24000.00	0	0	
HA-WIDE	Management Improvement Training in PHA Prgms	1408		2000.00	2000.00	0	0	
HA-WIDE	Administration Wages & Benefits for Mod. Coord-ED	1410		10699.00	10699.00	0	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number			Federal FY of Grant:
		Capital Fund Program Grant No: WA19PO1050103			2003
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	2000.00			
4	1410 Administration	10699.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	9000.00			
10	1460 Dwelling Structures	101489.00			
11	1465.1 Dwelling Equipment—Nonexpendable	6300.00			
12	1470 Nondwelling Structures	80000.00			
13	1475 Nondwelling Equipment	4000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	213988.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
10-3	Fees and Costs Adv., printing	1430		500.00				
10-3	Site Improvement Bus Stop Cover Areas Site I,II,III	1450		9000.00				
10-3	Dwelling Structure Continue unit renovation of 30yrs +	1460		81489.00				
10-3	Dwelling Equipment Replace Refers in non renovated units	1465.1	18	6300.00				
10-2	Dwelling Structure Replace carpeting common area lobbies and furniture in those lobbies	1460		20000.00				
10-2	Non Dwelling Structure Renovate Community Center Kitchen (moved forward from CF 2002) Renovate Office/Maint. Storage	1470		80000.00			0	
10-2	Non Dwelling Equipment Replace appliances Com. Cen. Kit (moved forward from CF 2002)	1475		4000.00				
HA-WIDE	Management Improvement Training in PHA Prgrms	1408		2000.00				
HA-WIDE	Administration Wages & Benefits for Mod. Coord-ED	1410		10699.00			0	

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program Grant No: WA19PO1050103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: housing Authority of the City of Anacortes		Grant Type and Number Capital Fund Program No: WA19PO1050103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-WIDE	5/31/2005			5/31/2007				
10-3	5/31/2005			5/31/2007				
10-2	5/31/2005			5/31/2007				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: housing Authority of the City of Anacortes			<b>Grant Type and Number</b> Capital Fund Program No: WA19PO1050103 Replacement Housing Factor No:				Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name HOUSING AUTHROTIIY OF THE CITY OF ANACORTES				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY:	Work Statement for Year 3 FFY Grant: 2005 PHA FY:	Work Statement for Year 4 FFY Grant: 2006 PHA FY:	Work Statement for Year 5 FFY Grant: 2007 PHA FY:
	Annual Statement				
10-3		90000.00	141288.00	201288.00	201288.00
10-2		100000.00	60000.00		
10-6		8000.00			
10-7		8000.00			
HA-WIDE		12700.00	12700.00	12700.00	12700.00
CFP Funds Listed for 5-year planning		227700.00	213988.00	213988.00	213988.00
Replacement Housing Factor Funds					



Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :__2004__ FFY Grant: PHA FY:			Activities for Year: __2005_ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See Annual Statement</b>	<b>10-3</b>	<i>Storage sheds Site I</i>	50000.00	<i>10-3</i>	<i>Unit Renovation cont.</i>	141288.00
		<i>Waterline repl. Site I</i>	40000.00			
		Unit Renovation cont.				
	10-2	Replumb Senior Bldg.	100000.00	10-2		
		Storage, site lts.			H.H. Storage, site lts	60000.00
	10-6	Reroof & paint, siding	10000.00			
	10-7	Reroof & paint,doors, windows	15000.00			
	HA-WIDE	Administration	10700.00	HA-WIDE	Administration	10700.00
		Mgmt. Imp	2000.00		Mgmt. Imp	2000.00
Total CFP Estimated Cost			\$227700.00			\$213988.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

Activities for Year : _2006__ FFY Grant: PHA FY:			Activities for Year: __2007_ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>10-3</b>	<b>Unit Renovation Cont</b>	201288.00	<b>10-3</b>	<b>Unit Renovation Cont.</b>	201288.00
10-2			10-2		
10-6			10-6		
10-7			10-7		
HA-WIDE	Administration	10700.00	HA-WIDE	Administration	10700.00
	Mgmt. Imp	2000.00		Mgmt. Imp	2000.00
Total CFP Estimated Cost		\$213988.00			\$213988.00



## Required Attachment D: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:  
Janice Horton

B. How was the resident board member selected: (select one)?

- ☐ Elected  
☒ Appointed

C. The term of appointment is (include the date term expires): 4-1-02 to 3-31-03

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
☐ Other (explain):

B. Date of next term expiration of a governing board member: 3-31-04

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):  
City of Anacortes Mayor, Dean Maxwell

## **Required Attachment E: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

### **Senior Housing Members**

Bob Tetzloff-Chairman

Sonja Downs

### **Family Housing Members**

Robin Lindstrom-Vice Chairman

Joanie Mills

Kerri Cull

Jo Huffman

Beth Rasmussen

Tamara Sterling

Kathy Molloy

Janice Horton

Benita Ray

Jeannie Hicks

### **Section 8 Members**

Rob Hoffman

## **Attachment F : Comments on PHA Update and Capitol Funds**

### **Capitol Funds**

#### **Dwelling Structure**

Refrigerators in units that haven't been renovated\*

Replace ranges

Exterior doors painted

*Power washing the building*

#### **Site Improvement**

Part time employee for grounds

*Landscaping*

Fencing around dumpster area\*

Covered Garbage Area

Basketball hoop and slab

#### **Harbor House**

##### **Dwelling Structure**

New common area carpeting\*

*Updated paint for common areas*

More seating outside the building\*

Re route drainage at patios

New furniture in common areas\*

### **AHA Response to Capitol Fund Requests:**

Those items with a (\*) have been added to AHA's Five year plan in the continuation of renovation.

Those italicized items are being considered under Operations.

The Resident Advisory Board has formed committees with Chair heads to accomplish certain goals such as:

- Children's activities-including clean up and sports

- Landscaping-all sites

- Computer Lab (Community Center Room)-Training, hours, supervision

- News Letter-getting one going again

- Summer food service program

## **Attachment G : Community Service Requirements**

### **The Anacortes Housing Authority will reinstate the Community Service Requirements as of April 1, 2003:**

In order to be eligible for continued occupancy, each adult family member must either contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or participated in an economic self-sufficiency program unless they are exempt from this requirement. Exempt tenants are age 62 or older, tenants who are blind or disabled, tenants who are the primary care giver for someone who is blind or disabled, tenants already engaged in work activity, and family members who are exempt under Part A Title IV of the Social Security Act or under any other State welfare program or receiving assistance under a State program.

The Housing Authority on a quarterly basis identifies all adult family members who are not exempt from the requirement. A letter of the requirement notifies those tenants and categories for exemption are listed. The notice will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority verifies such claims.

The Housing Authority coordinates with social service agencies, schools, and Human Resource offices to identify a list of volunteer community service positions.

For those that are non-exempt, the Housing Authority provides the list of known service positions, a time sheet with instructions. Each tenant eligible for this requirement is reviewed on a quarterly basis for compliance with the requirement. If they have not fulfilled the requirement, they are notified of the delinquency. If an agreement can not be reached within 30 days of the families next annual lease date, the lease will not be renewed and the family will be terminated.

The Resident Advisory Board has established that those attending meeting or volunteered for resident activities will receive one community service hour for each hour spent attending the monthly meeting or at a committee meeting. All activities other than scheduled meetings must have permission in writing to count community service hours from the Occupancy Coordinator

It is uncertain at this time how many adult family members whom are non-exempt. A 60 day notice will be given to all tenants who are in the non-exempt status.

**Attachment H: Statement of Progress in meeting 5-yr Plan Mission and Goals**

Anacortes Housing Authority stated as it's goal to "increase the availability of decent, safe, and affordable housing. Over the past three years, AHA has completed 25 unit renovations (including four ADA units), installed porch lighting at each first floor unit of the Senior/Disabled complex, implemented a Mainstream Voucher Program in San Juan County, and has purchased (through tax credits) a 46 unit complex that has 23 of its units assisted through Section 8. Through a cooperative effort with Skagit Housing Solutions, AHA has a Resident Service Coordinator for the Senior Complex. The Resident Advisory Board meets once a month and has successfully landscaped the 22 unit site (Site III) and partially completed the 14 unit site (Site I) through volunteer labor of residents and the area High School. A computer loaner program for AHA residents will begin in January with working computers donated from Island Hospital.



## **Attachment I: Voluntary Conversion Initial Assessment**

The Anacortes Housing Authority certifies that it has reviewed each covered developments' operations as public housing, considered the implications of converting the public housing to tenant-based assistance and concluded that conversion of any of AHA's present developments would be inappropriate because removal of the development would not meet necessary conditions for voluntary conversion.

Non of AHA's current developments contain a total of more than 300 dwelling units, or have a vacancy rate of at least 10 percent, or have an estimated cost of continued operation and modernization of the developments as public housing in excess of the cost of providing tenant-based assistance under Section 8 of the United States Housing Act of 1937 for all families in occupancy, based on appropriate indicator of cost.

AHA can assure the long-term viability as public housing as most developments are approximately 10 years old and in need of minimal modernization and those that are 30+ years old have recently been renovated or are on a modernization schedule to be renovated in the next 2-3 years.